

## REPORTS INVENTORY

OL/SD/☐SCB-4 STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT **Approved For Release 2006/09/25 : CIA-RDP75-00399R000100420047-3**

Annual Report of Records Holdings

OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
	<input type="checkbox"/> NARRATIVE
	<input type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	ADMIN. GENERAL OTHER (specify)
	<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY	
	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE	

4. NO. OF COPIES PREPARED  
35. FREQUENCY (weekly, monthly, quarterly, etc.)  
Yearly6. DISTRIBUTION (No. of components not number of copies)  
17. FORMAT (memorandum, form, computer print-out, etc.)  
Form 1388. ADP PROCESSING  

YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/> NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT  
DDS/SSS/RAB

10. PREPARING COMPONENT (include lowest level contributing information to report)

Stock Control Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
6	4.21		16		67.36		1		67.36
13	8.06		1/2		4.03		1		4.03
16 1/2 hrs									

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 71.39

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Compliance with OL Records Management Program. This is a feeder report.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
<input type="checkbox"/> CHANGE	
<input type="checkbox"/> DISCONTINUE	

MAN-HOURS	DOLLARS
STAT	STAT

15. DATE OF INVENTORY

28 Sept 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

☐

FORM 5-70

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Classification

(22-36--